

Headquarters  
California National Guard  
California State Military Reserve  
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California State Military Reserve  
Regulation 600-2

**OFFICER PERSONNEL MANAGEMENT  
FOR THE  
CALIFORNIA STATE MILITARY RESERVE**

**FOR THE ADJUTANT GENERAL:**

**ROLAND L. CANDEE**  
Brigadier General  
Commanding General

**OFFICIAL:**

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**History.** This regulation replaces CAL SMR REG. 600-2, dtd 17 August 1999. This regulation cancels the following Personnel Policy Bulletins:

<b>05-02</b>	<b>Leaves of Absence From CSMR</b>
<b>2009-003</b>	<b>Time in Service Requirements for Officer Candidates and Warrant Officer Candidates</b>
<b>2009-004</b>	<b>Participation in Civilian Qualification Schools</b>
<b>2009-009</b>	<b>Notification of Misconduct for Commissioned Officers, Warrant Officers, and Senior Enlisted Non-Commissioned Officers.</b>
<b>2009-011</b>	<b>Posthumous Promotions</b>
<b>2009-012</b>	<b>Duty to Communicate Felony Level Offenses and Specified Misdemeanor Offenses</b>
<b>2009-016</b>	<b>Failure to Pass a Security Clearance in the California State Military Reserve (CSMR)</b>
<b>2009-017</b>	<b>Accession Grade Determination for Line Officers</b>
<b>2009-018</b>	<b>Reduction in Time-in-Grade Requirements for Promotion to First Lieutenant</b>
<b>2009-019</b>	<b>Administrative Promotions for Company Grade Officers Corrected Copy</b>
<b>2010-002</b>	<b>Reinstatement of CSMR Members in Retired/Recall Status after Active Duty</b>

**Summary.** This regulation prescribes the policies and procedures for initial appointment, assignment, promotion, separation and other personnel actions relating to officers of the California State Military Reserve.

**Applicability.** This regulation applies to both the Army and Air components of the CSMR.

**Proponent and exception authority.** The proponent is the Commanding General on behalf of The Adjutant General, State of California. The exception authority is the Commanding General, California State Military Reserve. Any revisions or exceptions to this regulation are prohibited without prior written approval from the Commanding General, State Military Reserve.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Personnel Section, HQ, CSMR (CASR-P).

**Distribution.** Distribution of this regulation is CSMR – Army and Air.

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## **Chapter 1**

### **General Provisions**

#### **1-1 Purpose**

**This regulation governs and establishes the criteria for Officer Personnel Management in the CSMR.**

#### **1-2 Supporting Authority**

**This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation / instruction / order conflicts with any provision herein, the provisions of CSMR REG 600-2 are controlling.**

#### **1-3. Policy**

**The CSMR officer accession and personnel management system must produce serving officers who are fully qualified, dedicated to selfless service, aggressive leaders who demonstrate sound, mature judgment and have high moral standards and derive job satisfaction from serving. The officer corps requires a strong professional and personal dedication to the highest ethical standards. Therefore, ethics and living the respective Army and Air Force core values must be a substantial factor in decisions required to sustain the excellence of both the quality and quantity within the officer ranks. All personnel actions prescribed herein will be made without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age as defined in Government Code, § 12926(b), or sexual orientation of any person.**

#### **1-4. Relative Rank**

**Commissioned Officers of the CSMR will rank among officers of the California National Guard (CNG), of the same grade, who are not on active duty in a federal status.**

#### **1-5. Procurement Sources**

**a. CSMR Officers may be appointed in the CSMR from only the following sources:**

**(1) Former or Retired Officers of any Component, active or reserve, of the United States (US) Armed Forces or the National Guard.**

**(2) Former or Retired CSMR Officers.**

**(3) Officer Candidate School (OCS) Graduates of any branch of US Armed Forces, the National Guard, and CSMR.**

**(4) Reserve Officers Training Corps (ROTC) Graduates.**

**(5) Medical, Legal, and Chaplain applicants; Professionals known as Special Branch Officers.**

**b. Other than the foregoing sources of appointment as officers, no person shall be directly appointed an officer in the CSMR unless the appointment is ordered by The Adjutant General. Such direct commissions by The Adjutant General will be in accordance with current US Army Regulations. These direct commission appointments will be ordered only in rare circumstances to meet an extraordinary requirement of the California Military Department.**

#### **1-6. Officer Placement**

**Officers will be assigned to vacant positions in the CSMR Tables of Distribution and Allowances (TDA). The use of double or multiple slotting is prohibited.**

#### **1-7. Satisfactory Performance of Duty**

**The minimum standard is attendance to twelve (12) – one (1) day drills, in addition to the one hundred (100) volunteer hours in a twelve month period.**

## **Chapter 2**

### **Appointments**

#### **2-1. Appointment of Officers**

**Officers in the CSMR are appointed by the Governor upon the advice and recommendation of The Adjutant General, in accordance with sections 222 and 550 of the CM&VC, Commissions.**

#### **2-2. Direct Appointment of Line Officers**

**Direct appointment of Line officers will only be ordered by The Adjutant General in accordance with Paragraph 1-5b.**

#### **2-3. Prior Commissioned Military Service**

**a. Former or Retired Federal officers. Former Officers of the National Guard, US Army, US Navy, US Air Force, US Marine Corps, and US Coast Guard, or their respective reserve components, with honorable service, may apply for direct appointment as an officer in the CSMR.**

**b. Former or Retired CSMR Officers with honorable service, may apply for direct appointment or reappointment as an officer in the CSMR.**

**c. Service as an officer in any of the following does not qualify the applicant for a commission as a CSMR Officer:**

**(1) Junior ROTC, Civil Air Patrol, Navy Auxiliary, Coast Guard Auxiliary, Sea Scouts, US Navy Sea Cadets, California Cadet Corps, Marine Cadets, or any similar organization,**

**(2) State Defense Force of any other state, or**

**(3) Armed services of any foreign nation.**

#### **2-4. Officer Candidate School Graduates**

**CSMR service members who have successfully completed CSMR OCS or graduates of any branch of the US Armed Services or National Guard accredited OCS school may apply for appointment as an officer in the CSMR.**

#### **2-5. ROTC Graduates**



Successful graduates from a college ROTC program who are eligible for a commission but not offered a commission may apply for direct appointment as an officer in the CSMR.

## **2-6. Eligibility Criteria**

a. Individuals having the qualifications set forth in paragraphs 1-5, 2-3, 2-4, or 2-5 who also possess all the qualifications outlined below may apply for initial appointment as a CSMR commissioned officer, or for reappointment.

b. Assignment. Applicants must apply for assignment to a vacant authorized position in a CSMR Table of Distribution and Authorization (TDA), by paragraph and line number.

c. Age. Minimum. No applicant will be appointed a commissioned officer who is less than 21 years of age.

d. Citizenship.

(1) Applicants must be a citizen of the United States, and a resident of the State of California.

(2) Aliens who have made legal declaration to become citizen of the United States must present a completed U.S. Department of Homeland Security Form I-797C, Notice of Action, (or its replacement) and completed Form N-652, Naturalization Interview Results, (or its replacement). Those documents provide notice that the N-400 Application for Naturalization (or its replacement) has been initiated by the applicant.

e. Civilian Education.

(1) Applicants must have a Baccalaureate Degree, or higher Degree.

(2) Applicants for Medical, and Chaplain appointments must meet any specific professional requirements established by National Guard Bureau, as appropriate. Applicants for Judge Advocate Officer appointments must be active members of the State Bar of California or inactive members of the State Bar of California who are currently serving as judges, serving as subordinate judicial officers, or retired judges serving in the assigned/visiting judge program. Applicants for professional appointments must hold current professional credentials, licenses and ecclesiastical endorsements as required by state law, valid in the State of California, and keep such credentials in force during the entire term of their commissioned service.

f. Character. Each applicant must be ethical and of good moral character.

g. Leadership. Applicants must possess demonstrated leadership qualities and have the ability to deal effectively with people. Such qualities are to be evaluated in terms of the applicant's age, education, personal and professional background, and military and or civilian management experience as evidenced by their application documents.

h. Medical. Applicants must be medically qualified for CSMR as prescribed in

**CSMR Regulation 40-501. A Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician's Assistant (PA), possessing an unrestricted California license, will evaluate each applicant's medical condition and sign those medical forms currently required by HQ CSMR G-1 for an application. Each applicant's medical documentation will also be reviewed at HQ CSMR for compliance with CSMR Regulation 40-501.**

## **2-7. Reinstatement After Active Duty**

**Former members of the CSMR who resigned from the CSMR, were subsequently recalled to active duty and desire reinstatement into the CSMR after the completion of the active duty period must apply for reinstatement within 90 days of being released from active duty. No waiver will be granted after the 90<sup>th</sup> day of eligibility. Applicants must provide the following information to support the reinstatement action:**

- a. CSMR Form 10, listing rank, duty position with paragraph and line number, signed by the unit commander.**
- b. CSMR Form 1, with the following information filled out:**
  - (1) Blocks #1 through block #11.**
  - (2) Military experience since being recalled to active duty.**
  - (3) Military education obtained while on active duty (Provide certificates or documentation).**
  - (4) Signature and date.**
- c. A copy of all pages of the separation physical form from the active duty assignment. Include all medications being taken.**
- d. A letter from the applicant stating that the individual has incurred no new physical or psychological conditions or limitations since leaving the CSMR for active duty.**
- e. A copy of the complete Veterans Administration (VA) disability rating and all subsequent VA requests / correspondence concerning injuries or illnesses that occurred during the active duty period that could result in a new VA rating. Individuals with a 100% VA disability rating will not be considered for reinstatement.**

## **2-8. Reinstatement - Request to Return After Separation and Discharge**

**Prior CSMR SM can request to return within 12 months of Separation and Discharge if they were not discharged for medical reasons. SM must state that their medical condition has not degraded since Discharge.**

## **2-9. Denial of Membership Criteria**

**The following persons are denied appointment in the CSMR.**

- a. Subversive or disloyal persons.**
- b. Convicted felons.**
- c. Applicants convicted of a misdemeanor crime involving moral turpitude by a civil or military court. This provision can only be waived by the CG, CSMR.**
- d. Persons discharged, released, dropped from the rolls or separated from any component of the US Armed Forces and CSMR, for any of the following reasons:**
  - (1) Under other than honorable conditions.**
  - (2) For unsatisfactory service.**
  - (3) Resignation in lieu of court-martial.**
  - (4) Elimination for any form of corrective or disciplinary action, or for the good of the service.**
  - (5) As a security risk.**
- e. Individuals found to have committed forgery.**
- f. Individuals found to have lied on their application.**
- g. Individuals found to have embellished their civilian and/or military career accomplishments and those claims are not substantiated.**
- h. Members of the following:**
  - (1) Active members of any United States Armed Force.**
  - (2) Any reserve component of the United States Military.**
  - (3) Any military, militia or paramilitary organization not authorized by Congress.**
  - (4) A State Defense Force of another state.**
  - (5) A state of California resident who is employed by a foreign government.**
  - (6) Active members of any US Armed Forces, that would be subject to involuntary separation under the Uniform Code of Military Justice.**
- i. Individuals receiving any form of medical disability annuity exceeding 29%.**

## **2-10. CSMR Participation Authority**

**Applicants may not participate in the CSMR and are not considered members of the CSMR until they take the Oath of Office after official CSMR orders are published.**

## **Chapter 3**

### **Application Procedure**

#### **3-1. Applicant Paperwork Flow.**

- a. Applicant submits the required documentation listed in ATTACHMENT 1 (Required Application Documents) to the CSMR Recruiting Task Force (RTF).
- b. RTF assembles the packet until it is complete.
- c. RTF coordinates with the gaining Senior Command to determine proposed TDA paragraph and line assignment.
- d. Complete packet is forwarded by RTF to HQ CSMR for final medical and legal review.
- e. Once final medical and legal clearance is determined, the applicant is notified by RTF to proceed with the last action to be taken; the State of California Department of Justice (DOJ) (fingerprint) LiveScan. Both, the DOJ and Federal Bureau of Investigation databases are checked for any criminal activity. The LiveScan process remains active for as long as the applicant remains a member of the CSMR.
- g. Professional appointments require coordination with the CSMR Senior Medical Officer, Senior Staff Judge Advocate, or Chief of Chaplains, as appropriate.
- h. Appointment orders are published and along with the Oath of Appointment are forwarded to the gaining Senior Command S1/Personnel Office.
- i. Senior Command S1/Personnel office forwards completed Oath of Appointment to HQ CSMR within sixty (60) days of appointment orders.
- j. Appointment orders will be rescinded if applicant does not complete Oath of Appointment within the sixty (60) day limitation.

#### **3-2. Appointment Predetermination Screening.**

- a. The purpose of predetermination screening is to quickly assess the candidate's credentials and physical well being in terms of being able to meet the CSMR accession standards.
- b. The initial predetermination screening is conducted by RTF personnel during the Orientation meeting. All applications for appointment and direct appointment, including medical, legal and chaplain applications, are based on the professional, technical, and educational qualifications of the individual, consistent with the personnel needs of the CSMR and CNG.
- c. Requests for professional appointment of the Special Branch Officers (medical, legal, or chaplain positions) will be reviewed by the CSMR Senior Medical Officer, JAG Officer, or Chief of Chaplains for their approval and then returned to the HQ, CSMR

personnel section for final disposition. The criteria for each Special Branch are listed in the following attachments:

- (1) Medical appointment - attachment 2.
- (2) Legal appointment - attachment 3.
- (3) Chaplain appointment - attachment 4.

d. Direct officer appointments require prior commissioned service in one of the US Armed Services or the CSMR. Professional appointments (Medical, JAG, and Chaplain branches) are exempt from this requirement.

### **3-3. Actions required by the Recruiting Task Force.**

a. The RTF interviews the applicant at the Orientation. RTF reviews all submitted documents for completeness and determines applicant's administrative eligibility to join the organization.

b. At no time will any promise of a specific appointment grade be discussed with the applicant. See Paragraph 4-1 for grade determination.

c. Return the entire application to applicant if applicant does not meet all the required basic administrative prerequisites for appointment OR when errors are found that cannot be corrected within ninety (90) days.

d. Forward completed applications to HQ CSMR, to include TDA Para/Line provided by the gaining Senior Command.

### **3-4. Actions Required by HQ, CSMR.**

Upon receipt of a complete application packet, the G-1 and/or G-1 assistants will:

- a. Conduct final medical and legal review.
- b. Coordinate as required, with senior Medical Officer, Staff Judge Advocate, or Chief of Chaplain for appointment of Special Branch Officers.
- c. Verify LiveScan reports are clear of criminal activity.
- d. Determine rank eligibility.
- e. Publish appointment orders and Oath of Appointment and forward to gaining Senior Command S1.
- f. Receive and file completed Oath of Appointment in individuals Personnel File.

### **3-5. Actions Required by Gaining Senior Command**

- a. Arrange appropriate ceremony for swearing-in the new officer.
- b. Forward completed Oath of Appointment to HQ CSMR within sixty (60) days.

## **Chapter 4**

### **Grade, Date of Rank, and Branch Determination**

#### **4-1. Prior Service Credit**

**Commissioned Officers with prior service in the US Armed Forces or CSMR will retain their last rank held. The following exceptions apply:**

- a. When a vacant TDA position is not available and the former SM agrees to join the CSMR at one grade lower. A vacant TDA position must be available at the lower rank, OR**
- b. A prior service line officer now qualifies as a Specialty Branch officer. Rank criteria listed in AR 135-100 or AR 135-101 applies.**

#### **4-2. Grade Determination for Line Officers**

**a. For candidates that are accessed into the CSMR at one grade lower than their highest federal or CSMR status (e.g. a specialty officer such as a Medical Officer, JAG Officer, or Chaplain) and who is applying for a line officer position in the CSMR, rank determination will be made by the CSMR Director of Personnel, G-1.**

**b. For candidates that are accessed into the CSMR at the same grade as their highest achieved federal or CSMR status, rank determination will be made by the major subordinate unit commander and approved by the G-1.**

**c. In the extremely rare and unusual circumstance, when a rank consideration of one grade higher than their highest federal status, the determination will be made in the following manner:**

**(1) A Request for Grade Determination will be forwarded by the gaining Senior Command's Commander through the CSMR Executive Officer (XO), the CSMR Director of Personnel (G-1), and the CSMR Chief of Staff (COS) to the CSMR Commanding General. The Recommendation for Grade Determination will contain the following documentation:**

**(a) Documentation that the applicant meets the Time in Service / Time in Grade requirements for the next higher grade.**

**(b) Documentation that the applicant meets the military and civilian requirements for the next higher grade.**

**(c) Documentation of pertinent job and "life" skills.**

**(d) Commander's assessment of the impact on the CSMR if the applicant is accessed at the higher grade.**

**(e) Commander's verification that a vacant TDA position is available at the higher grade.**

**(f) Commander's verification that the action would satisfy an unfilled need in the**

**CSMR.**

(g) A statement by the candidate that they agree to fully participate in CSMR activities and that promotion to the next highest grade would be contingent on their successful performance of their CSMR duties for a period of three years from the date of the award.

(2) Requests for Grade Determination will be approved or disapproved by the CSMR Commanding General.

**4-3. Grade Determination for Specialty Branch Officers**

Will be in accordance with applicable AR 135-100 or AR 135-101.

**4-4. Date of Rank.**

a. Date of Rank (DOR) for prior service Officers.

(1) If Officer has been out of the service less than 24 months, adjust DOR by subtracting period spent in grade from date of appointment.

(2) If Officer has been out of the service more than 24 months, the Date of Appointment will be the DOR.

b. DOR for non-prior service Officers will be the CSMR date of appointment to that rank.

**4-5. Branch Determination**

a. Prior commissioned officers of the US Armed Forces will wear branch, warfare specialist, or occupational field insignia, as appropriate, in the primary branch in which they were qualified.

b. Officer Candidates, upon being commissioned will become appointed in one of the following branches:

(1) Adjutant General

(2) Military Police

(3) Signal

(4) Transportation

(5) Civil Affairs

(6) Other branches determined by the G-3, as appropriate, where branch qualification and education is available, and based on the needs of the CSMR and the CNG.

c. Specialty Branch appointments will be in the branch insignia of the special branch they are appointed to, including:

(1) Judge Advocate General Corps (JAGC)

- (2) Chaplain (CH)**
- (3) Medical Corps (MC)**
- (4) Dental Corps (DC)**
- (5) Army Nurse Corps (ANC)**
- (6) Army Medical Specialist Corps (AMSC)**
- (7) Veterinary Corps (VC)**
- (8) Medical Service Corps (MSC)**



## **Chapter 5**

### **Assignments and Attachments**

#### **5-1. State Active Duty**

a. Officers of the State Military Reserve may be placed on State Active Duty (SAD) under the following provisions of law and conditions:

- (1) Section 142 (Authority of the Governor over the Active Militia), Article 2, CM+VC.
- (2) Section 143 (Proclamation of Insurrection) Article 2, CM+VC.
- (3) Section 146 (Call of Militia into Active Service) Article 2, CM+VC.

b. When called to SAD (with pay), CSMR officers will be placed on official state orders and receive pay and allowances as prescribed by law.

#### **5-2. Assignment Policy**

a. The primary factors that influence an officer's assignment are the needs of the CNG and accomplishment of the CSMR mission in support of the CNG. Other factors influencing assignment considerations are:

- (1) Grade, specialty, education, and experience of the officer.
- (2) Officer's demonstrated potential for advancement.
- (3) Availability of officers with required qualifications.

b. Except as otherwise specified in this regulation, officers will only be assigned to positions compatible with their grade and specialty on the CSMR TDA. Personnel appointed in the Medical, Chaplain, and JAG Specialties may be assigned to any TDA positions requiring their specialty one grade higher than authorized by the TDA.

c. Assignment of officers in the grade of Lieutenant Colonel (O5) and Colonel (O6) will be made only with approval of the Commanding General, CSMR.

d. Assignment of General Officers will be made only with approval of The Adjutant General.

e. **Security Clearance.** Possession of a secret security clearance or higher is not necessary for normal CSMR duty performance. Denial of a secret security clearance, alone, is not grounds for discharge.

(1) Individuals who fail the security clearance vetting process will be denied access to secured locations.

(2) If denial of a security clearance is based on a felony conviction or any conviction involving moral turpitude, including, but not limited to domestic violence, the CSMR service member will be immediately administratively discharged.

(3) For all other security clearance vetting issues, the G-1 will appoint an officer to determine:

**(a) If the denial of security clearance warrants additional restrictions of the types of duty assignments within the CSMR.**

**(b) If the denial of security clearance warrants administrative discharge.**

### **5-3. Reassignment**

**The periodic reassignment of a CSMR officer is subject to the following conditions:**

**a. There must be an authorized TDA vacancy in the same or higher grade, unless otherwise authorized in this regulation.**

**b. Reassignments to other staff or command positions are not authorized from, to, or between Medical and Chaplain Personnel. Medical and Chaplain Officers who desire reassignment to any other position within the CSMR field forces must reapply for appointment under the provisions of Chapter 2-6 of this regulation. Branch transfers from line and staff positions to the CSMR JAG Corps are subject to the concurrence of the CSMR JAG and the approval of the CSMR CG. JAG personnel wishing to be reassigned to other staff or command positions are subject to the concurrence of the CSMR JAG and approval of the CSMR CG.**

**c. Officers assigned to Special Branches (Medical, JAG, and Chaplain branches) may, if qualified, occasionally be detailed to certain specialized non-command military duties outside their normal TDA duties such as armory inspection, Emergency State Active Duty, LNO, Deputy Commander, or any assignment in direct support of the California National Guard and must have the approval of the Commanding General, CSMR.**

**d. Reassignment of officers in the grade of Lieutenant Colonel or Colonel, will be made only with the approval of the Commanding General, CSMR.**

**e. Reassignment of General Officers will be made only with the approval of The Adjutant General.**

### **5-4. Changes in Organizational Structure**

**Officers whose TDA positions are deleted may be carried "excess" for a period not to exceed 12 months. Such action will be taken if there is no other suitable position in which the officer may be assigned. This policy includes Medical, JAG, and Chaplain Officers. This policy does not apply to General Officers.**

### **5-5. Overstrength and Additional Position Authorizations**

**a. The Commanding General, CSMR may publish an annual personnel policy statement on the management of CSMR officer assignments, to include any allowable**

over-strength positions, strength management directives, or "exceptions to policy" instructions. These additional instructions, if any, will supplement any provisions of this regulation until revoked or replaced by a later iteration of any such personnel policy statement. This provision does not apply to General Officers.

b. Officers are authorized to be assigned "overstrength" for a period not to exceed twelve (12) months under the following conditions:

(1) When unit of assignment has been reorganized or deactivated.

(2) When normal staff reassignment results in no available TDA position for an - outgoing officer.

#### **5-6. Officer Candidate School Assignments**

a. CSMR applicants are eligible to apply for the next Officer Candidate School (OCS). If selected, they may be enlisted directly into the OCS program. The CSMR G1 will publish two (2) sets of orders. The first order will appoint the individual into an enlisted vacant Para / Line. The second order will appoint the service member as an Officer Candidate.

(1) Applicants will be assigned to the nearest CSMR unit from their Home of Record.

(2) The OCS Commandant requests publication of non-pay orders for each school phase. The non-pay orders are distributed to both the Commandant and to each Candidate's unit of assignment.

b. All OCS personnel will remain assigned to their parent unit for the duration of the course.

(1) OCS personnel are expected to attend all Phases of the OCS program. The Phases are scheduled throughout a 12 month period. Each Phase is conducted from Thursday, 1200 hours to Sunday, 1200 hours.

(2) OCS personnel are expected to drill with their parent unit during the months in which no OCS Phase is scheduled.

(3) OCS personnel who terminate their participation through the Drop On Request (DOR) process will have their Officer Candidate orders revoked with the effective date of the DOR. They will revert to their previous enlisted rank.

#### **5-7. Temporary Attachments to Other Units**

a. Officers will normally drill and train with the unit to which they are assigned. Should this not be practical, officers may be authorized by their commander, on written orders, to train with another unit in an attached status, for a specified period provided this is acceptable to the gaining unit commander.

b. Specialty Branch Officers at the discretion of the Commanding General, CSMR, may be attached or otherwise detailed to any unit that will provide maximum utilization

of their specialty. During that period of attachment, these officers will not be used in any position or assigned any duty detail other than within their area of professional specialty.

c. General Officers at the discretion of The Adjutant General may be attached or otherwise detailed to any unit.

d. Officers will be relieved from attached status as soon as practicable or upon the expiration of period of attachment stated in published orders, whichever occurs first.

e. The commander of the unit of attachment is responsible for all administration, requests for normal training orders, and training of any attached personnel.

f. Attachment orders will cite this paragraph as authority and will state the reason for attachment and specific period of attachment. "Indefinite" attachments are not authorized.

#### **5-8. Duty Details**

a. Duty details are a command function. However, their use must meet the prescribed regulations and accepted officer management practices of this and any other CSMR regulations.

b. The authority to detail officers to duty in the categories of General Staff Officer, IG, or Aide-de-Camp is a function of the Commanding General, CSMR.

c. The authority to detail General Officers to duty is a function of The Adjutant General.

d. General Staff. Field grade officers only may be assigned to Primary General Staff positions. These positions will be so designated in approved TDA documents.

e. Adjutant Appointments. Only Commissioned officers, and warrant officers, may be appointed as Adjutants. Adjutants perform their function in addition to the various other duties that only a commissioned officer can execute for the command. Commanders may delegate signature authority to any subordinate however, via memorandum for record.

#### **5-9. Tenure**

a. The tenure policy for the Commanding General is established by The Adjutant General.

b. The tenure policy for commanders and senior staff is established by the Commanding General, CSMR. Commanders and senior staff tenure is normally for a three (3) year period. Two (2) - one (1) year extensions may be provided at the discretion of the Commanding General. Tenure should provide for appropriate career growth and management within the requirements of the CSMR and the California Military Department.

## **Chapter 6**

### **Promotion**

#### **6-1. Criteria**

Promotion consideration will be based on demonstrated past performance of duty, efficiency, command (leadership) and staff ability, potential for effective service in the next higher grade, time in grade, and military and civilian education.

a. Promotion will not be used solely as a reward for past performance or future consideration of any kind.

b. Promotion will be made without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age as defined in Government Code, § 12926(b), or sexual orientation of any person.

c. All officers recommended for promotion must be fully qualified under all the terms of this regulation.

d. Promotion of qualified officers from 2LT to 1LT and 1LT to CPT will be administratively performed at Senior Command level. Candidates that are eligible for promotion to these ranks will not participate in the CSMR Promotion Board process. Senior Commands will forward the following documents to G1 for publication of the promotion orders:

(1) CSMR Form 10, requesting administrative promotion of the individual.

(2) A signed letter from the unit commander indicating the individual meets the following requirements:

(a) Time in Grade.

(b) Meets CSMR height and weight standards.

(c) Individual has completed the Basic Orientation Course.

(d) Individual currently occupies a TDA position which authorizes the higher grade. Provide TDA Para / Line.

(3) Provide a copy of the Certificate of Completion for their Professional Officer Development Course, when that course is available.

(4) Any additional documentation bearing directly on the promotion of the individual.

e. Promotion of qualified officers from Captain to Major, Major to Lieutenant Colonel and Lieutenant Colonel to Colonel will be in accordance with the Officer Personnel Selection Board process.

f. Promotion of qualified officers from Colonel to Brigadier General and Brigadier General to Major General will be in accordance with the General Officer Selection Board process.

#### **6-2. Wearing of Insignia**

a. Wearing the insignia of a higher grade is only authorized after official CSMR promotion orders have been published.

b. The practice of "frocking" or allowing an officer to wear the insignia of the next higher grade pending official publication of orders is prohibited.

### **6-3. Promotion Eligibility**

a. To be considered by the Officer Promotion Selection Board (OPSB) for promotion, all CSMR officers must:

(1) Be medically fit in accordance with standards prescribed for retention in CSMR Regulation 40-501 and meet the height and weight standards as specified in CSMR Regulation 600-9.

(2) Have completed the minimum years of Time-in-Grade (TIG) prescribed in paragraph 6-4.

(3) Have completed the CSMR Basic Orientation Course (BOC).

(4) Have completed the minimum military education requirements prescribed in paragraph 6-6.

(5) Have completed the minimum civilian education requirements prescribed in paragraph 6-7.

b. Specialty Branch Officers consisting of medical, JAG and Chaplain branches must have their promotion reviewed for current professional accreditation by the CSMR senior Medical Officer, senior Staff Judge Advocate, or Chief of Chaplains, as appropriate.

c. Any officer who has been in an inactive status, or recently appointed or reappointed, will not be considered by the Officer Promotion Selection Board for promotion until one year after the date of appointment or return to active status as established by the reappointment order effective date.

### **6-4. Time-in-Grade (TIG) Requirements**

a. All prior time-in-grade active / reserve status as a member of any U.S. Armed Forces will be applicable for promotion to the next higher grade in the CSMR. Inactive or any other status which does not count for Federal retirement will not be used for TIG credit.

b. The following minimum years of Time-in-Grade are required for promotion to the next higher grade.

2LT to 1LT 18 Months

1LT to CPT 3 years

CPT to MAJ 4 years

MAJ to LTC 4 years

**LTC to COL 3 years**

**COL to BG 2 years**

**BG to MG 2 years**

c. A CSMR officer with prior active duty service of at least 48 months may request a one-time waiver of 50% of the required TIG when otherwise qualified for promotion from 1LT to CPT (18 months) or from CPT to MAJ (2 years). TIG waivers are not authorized for field grade officers in the rank of Lieutenant Colonel or Colonel and flag officers.

d. CSMR Officers who have been separated or otherwise inactive for any period will, if reappointed, not be credited for any inactive time and will have their time-in-grade adjusted accordingly for the record. This will not apply to an officer that separated from the CSMR due to a recall to active duty and rejoins the CSMR within ninety (90) days of release from active duty.

e. There is no maximum TIG requirement.

#### **6-5. Time-in-Service (TIS) Equivalency**

a. In addition to TIG requirements, the attainment of certain ranks requires TIS equivalency, as follows:

- |                |   |
|----------------|---|
| <b>(1) LTC</b> | <b>Must be at least 39 years of age</b> |
| <b>(2) COL</b> | <b>Must be at least 39 years of age</b> |
| <b>(3) BG</b>  | <b>Must be at least 39 years of age</b> |

b. The use of TIS equivalency provides commanders a larger pool of eligible personnel to select for critical leadership and staff positions.

c. The use of TIS equivalency provides a more level playing field for both the younger generation now joining the CSMR and older generation who started their military career later in life.

d. The use of TIS equivalency will delay the possibility of gamesmanship to the personnel system. It makes sure these senior positions cannot be attained by a SM in the early to mid-30 years of age ranges.

e. The use of TIS criteria only would unnecessarily prevent some well deserved older leaders from being promoted.

#### **6-6. Military Education**

a. The minimum military education requirements for promotion are as follows:

- |                   |   |
|-------------------|---|
| <b>1LT to CPT</b> | <b>Basic Officers Leadership Course (BOLC)</b>  |
| <b>CPT to MAJ</b> | <b>Captains Career Course (replaced CAS3) OR completion of Part 1 of the CSMR Advanced Officer Training Program (AOTP).</b> |
| <b>MAJ to LTC</b> | <b>100% completion of the CSMR AOTP.</b>  |

<b>LTC to COL</b>	<b>100% completion of the Intermediate Level Education (ILE) or any US Armed Service equivalent to command and General Staff College.</b>
<b>COL to BG</b>	<b>While it is desired that the candidate be a graduate of an Armed Forces War College or any other MEL 1 program, the minimum military education requirement for promotion is having successfully completed at least one of the following: Intermediate Level Education; an armed service's Command and General Staff College; or equivalent schooling sufficient for GO status as determined by the GOSB.</b>

**b. The list of approved courses or their approved equivalents available to all CSMR officers will be maintained by the ACS, Operations, (G-3) HQ, CSMR and will be modified as required to provide the widest possible range of qualification courses appropriate to the mission of the CSMR and military regulations for eligibility to participate in AIPD and other distance learning educational opportunities.**

**c. Specialty Branch Officers in Medical, JAG, and Chaplain branches will have their military education requirements set separately by policy approved by the Commanding General, State Military Reserve. See ATTACHMENT 5 for Chaplain branch military education requirements.**

## **6-7. Civilian Education**

**a. The minimum civilian education requirements for officers are as follows:**

**(1) Company grade officers must hold a Baccalaureate Degree or higher. Because of their critical need in support of the California National Guard, the following exceptions apply:**

**(a) Registered Nurses who graduated with the 2-year Associate of Science, Nursing degree.**

**(b) CSMR service members applying for the CSMR OCS program and have completed the equivalent of 60 college-level semester units.**

**(c) Officers granted either of these exceptions can be promoted through the ranks of 1LT and CPT as long as they meet the promotion requirements listed in paragraphs 6-1, 6-3, 6-4, and 6-6.**

**(d) Prior to being considered for promotion to the rank of Major the officers granted either of these exceptions must hold a Baccalaureate Degree or higher.**

**(2) Field grade officers must hold a Baccalaureate Degree or higher.**

**(3) Medical, JAG, and Chaplains must meet the civilian education requirements to maintain the State of California license for their specialty.**

**b. The CSMR does not recognize any civilian qualification schools for the purpose of wearing badges, insignia, etc. as part of the CSMR uniform.**



c. The only recognized special skills or qualification schools are those conducted by the active, reserve or National Guard components of the U.S. Armed Forces and those foreign military qualification schools approved by the U.S. Army and Air Force.

d. CSMR members will not be placed on state active duty (SAD) orders, to include no-cost SAD orders, or be given constructive credit to attend any civilian special skills or qualification school.

e. With the exception of the Military Emergency Management Specialist (MEMS) badge, presented by SGAUS and verified by certificate, the only special skills or qualification badges that CSMR personnel are authorized to wear are those presented by the U.S. Armed Forces schools or special skills or qualification badges presented by foreign military schools and authorized for wear by U.S Army or Air Force regulations.

f. CSMR personnel are required to have an official diploma, orders or documented DD Form 214 for all U.S. Armed Forces or foreign military special skills or qualification badges that are worn.

#### **6-8. Certificates of Promotion Eligibility**

a. Officers who are selected for promotion by the OPSB will be issued a Certificate of Promotion Eligibility valid for a period of 36 months.

b. Officers holding a valid Certificate of Promotion Eligibility will be considered, along with other qualified officers when duty assignments are being proposed.

c. Holders of Certificates of Promotion Eligibility are not authorized to wear the insignia of higher grade until official state promotion orders are published and permanent assignment to an appropriate TDA position.

e. All Certificates of Promotion Eligibility will automatically expire after 36 months from the date of issue.

#### **6-9. Posthumous Promotion**

a. The CSMR will consider posthumous promotions for personnel who die while in active service with the CSMR and who are in an authorized position of the next higher grade and/or fully qualified for promotion to the next higher grade.

b. The request for posthumous promotion must be accomplished within 30 days of the death of the service member. Administrative review will be accomplished by the Director of Personnel, G-1, to ensure qualification and to recommend approval on all posthumous promotions. No board action is required.

c. The Commander of the CSMR must approve all posthumous promotions.

d. Promotion orders will be accomplished with the remark "Posthumous Promotion" in the additional instructions portion of the promotion order.

**Chapter 7**  
**Officer Promotion Selection Board (OPSB)**

### **7-1. Authority**

Under Sections 160, 222, and 551, CM&VC; an Officer Promotion Selection Board (OPSB) will be appointed and convened once each year to determine whether applicants for promotion to the rank of Major, Lieutenant Colonel, or Colonel fully meet the qualifications to perform the duties of the grade for which submitted. The appointing authority is the Commanding General, CSMR.

### **7-2. Promotion Board Announcement**

Published annually by the G1, at least 3 months prior to the meeting of the OPSB.

### **7-3. Unit Responsibilities**

Units are responsible to forward completed packets through the chain of command to HQ CSMR.

### **7-4. CSMR Promotion Recommendation**

a. Unit Commanders are responsible to sign the Promotion Recommendation – CSMR Form 13A, prior to forwarding to HQ CSMR. The Chief of Staff, CSMR signs the Promotion Recommendation of HQ Staff, prior to forwarding to HQ CSMR.

b. The Special Branch Officers (Medical, JAG, and Chaplain) also require the written concurrence of the senior Medical, JAG, or Chief of Chaplains for their branch.

c. Unit Commanders, the Chief of Staff, CSMR, or the senior Medical, JAG, or Chief of Chaplains may select not to recommend an Officer for Promotion to the OPSB.

(1) A non-recommendation decision requires the endorser to conduct a face-to-face counseling meeting with the affected Officer.

(a) The endorser is required to tell the affected Officer why a recommendation for promotion is not forthcoming.

(b) The affected Officer will sign a counseling statement indicating acknowledgement of this information. This action will take place no later than 30 days prior to the OPSB.

(2) If the affected Officer is not able to meet with the endorser, a letter will be prepared and mailed by Certified Mail to the affected Officer's Home of Record. The letter will state the reason(s) for not recommending promotion.

(3) A copy of the counseling statement OR a copy of the letter is to be forwarded through the chain of command to the G1 no later than 2 weeks prior to the OPSB.

### **7-5. Composition of OPSB**

**The OPSB shall consist of a total of five commissioned officers of the CSMR. Officers selected for membership on the board will be appointed on an official Letter of Authority IAW current CNG policy and this regulation.**

- a. Board Members must be equal to, or senior in grade to the applicant being considered for promotion, and not below the grade of Major (O4) in any case.**
- b. One individual will be from the HQ, CSMR personnel section, acting as recorder/proctor. This individual will be non-voting except as specified in 7-4a (7)below, breaking a tie vote. Other members may be selected from HQ, CSMR senior staff and/or major subordinate commands as appropriate. It is highly desirable that one of the board members be a current member of the California National Guard.**
- c. The senior member of the board present will serve as president of the board.**
- d. Every effort should be made to include members with specialties similar to those being considered for promotion.**
- e. Whenever possible, board membership should include minority or female officer when considering minority or female officers.**
- f. Board members will be guided by all current CSMR regulations with regard to personnel actions. No waivers of promotion requirements are permitted by board members.**

#### **7-6. OPSB Board Site**

**The Officer Promotion Selection Board will be conducted annually at a site selected by the Commanding General, CSMR Headquarters, California National Guard.**

#### **7-7. Officer Promotion Selection Board (OPSB)**

- a. The OPSB will only review the promotion packages of fully qualified officers recommended for promotion. Officers submitted for promotion consideration will not appear before the board.**
- b. The medical records will be separated from the promotion packages when received at HQ CSMR. A senior medical officer will review the medical records to verify the promotion candidate meets current medical fitness standards. At the conclusion of the review the medical records will be secured in the SM's Personnel File. The senior medical officer will report his findings to the G1 prior to the meeting of the OPSB.**
- c. The board will consider documentary evidence submitted by the immediate commander together with appropriate official files, including performance evaluation reports, training certificates and academic reports, evidence of civilian education, and other documents that cite the officer's manner of performance. The OPSB board**

members are only allowed to consider the documents identified in the annual Letter of Instruction (LOI) which announces the Promotion Boards.

d. The promotion packages must stand alone. Other records such as the individual's Personnel File are not allowed to be reviewed during the Promotion Board proceedings.

d. See ATTACHMENT 6 for the listing of records and documents required by the OPSB.

## **7-8. OPSB Procedure**

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

(1) The recorder will read the Letter of Authority appointing the board.

(2) The recorder will administer the oath to all members of the board, and brief them on their responsibilities as well as present The Adjutant General's and/or the CSMR Commanding General's Letter of Instructions. (if any).

(3) The President of the Board then administers the oath to the recorder.

(4) The board will proceed to consider the promotion packages submitted in alphabetical order, from lowest to highest grade.

(5) Board members will examine every promotion package.

(6) After all members have examined the promotion packages, the President of the Board may ask for any discussion, following which, each member (except the Recorder) shall vote by secret written ballot, for or against promotion. Ballots will be collected, counted and announced by the Recorder, then destroyed.

(7) A majority of affirmative votes will cause recommendation for approval of promotion. In case of tie, the Recorder will cast the deciding vote.

(8) A record of each vote outcome will be kept for the recorder excepting that specific votes by members shall not be retained or recorded.

(9) At the conclusion of the voting process for each grade, the President of the Board will direct that Recommended Promotion List (RPL) be created from all the approved promotion candidates. Results of the RPL will be collected by the Recorder and forwarded to the Commanding General, CSMR.

(10) The results of the OPSB will remain confidential until the results have been certified by the personnel section, submitted to the Commanding General, CSMR for approval and orders for promotion or Certificates of Eligibility issued as appropriate.

(11) The Recorder will take possession of all submitted promotion packages, file in the custody of the HQ, CSMR Personnel Section for 12 months and then destroy via shredding, burning, or other approved methods.

(12) All records of the Officer Promotion Selection Board's working session will forever remain confidential and any attempt by any person to obtain information on the

**deliberations, voting records and proceedings of any OPSB will be immediately reported, in writing, to the Commanding General, CSMR.**

#### **7-9. Actions by HQ, CSMR**

**When an individual is considered eligible for promotion by the OPSB and the RPL is approved by the CSMR Commanding General, the G1 will publish promotion orders, or a Certificate of Promotion Eligibility, as appropriate, for each individual on the RPL for each respective grade.**

## **Chapter 8 Executive Personnel Council**

### **8-1. Purpose**

a. The Executive Personnel Council (EPC) is established under the direction of the Commanding General CSMR.

b. The EPC provides a command-wide personnel management system for senior Field Grade officers.

c. The EPC reviews and recommends:

(1) replacement or continuation of assigned Commanders and Staff Officers that have been in their current positions at least 3 years.

(2) the CSMR Lieutenant Colonels and Colonels best qualified to fill existing and future anticipated vacancies.

(3) changes to CSMR personnel policy changes.

## **8-2. Composition of the EPC**

The EPC is comprised of individuals occupying the following duty positions:

a. Secretary of the Council: Deputy Commander, CSMR.

b. Vice-Secretary of the Council: Chief of Staff, CSMR.

c. Voting members (8):

(1) Deputy Commander, CSMR (Secretary of the Council)

(2) Chief of Staff, CSMR (Vice-Secretary of the Council)

(3) Commander, Regional Support Command – North

(4) Commander, Regional Support Command – South

(5) Commander, Installation Support Command

(6) Commander, Center for Military History

(7) Commander, Air Support Command

(8) Commander, Troop Command

d. Advisors (5): “On call”; Available during portions of the EPC meetings to address matters as requested by the EPC in their respective areas only.

(1) Staff Judge Advocate

(2) Inspector General

(3) G1/Director of Personnel

(4) Command Chief Warrant Officer

(5) Command Chief Master Sergeant / Command Sergeant Major

## **8-3. Frequency of Meetings**

The intent is to conduct the EPC semi-annually. The CG, CSMR will announce any out-of-cycle EPC, as needed.

## **8-4. EPC Board Site**

EPC meetings will be conducted either 1) at the annual Senior Leaders Conference, pending adequate funding, or by 2) using Defense Connect Online (DCO) and/or the available Teleconference services.

#### **8-5. EPC Responsibilities**

##### **a. Secretary of the Council.**

(1) A voting senior officer that will review and understand the EPC decision/selection process and is responsible for directing and coordinating EPC activities. Maintains oversight of EPC methods and discusses any discrepancies in the accepted procedures with EPC members to make on the spot corrections to maintain reliability of the process.

(2) Ensure quorums of at least 2/3d of voting members are present.

(3) Swear in all participants involved in the EPC process.

(4) Before formally adjourning the EPC, the Secretary of the EPC, along with the Chief of Staff will brief the outcome of the EPC recommendations to the CG for approval. Should the CG disapprove any or all of the EPC recommendations, the Secretary will reconvene the EPC to reconsider the disapproved recommendation and, if appropriate, make a different recommendation. When the CG has made final approval of the recommendations, the Secretary will adjourn the EPC.

(5) When necessary, convene unscheduled or out of cycle EPC based on organizational needs.

##### **b. Chief of Staff.**

(1) Convene, as necessary, an EPC working group in advance of any EPC meeting, as noted in para 8-3 (Frequency of Meetings) to develop a list of possible nominations for each personnel action. Provide the proposed nominations to the G1/Director of Personnel for publishing the EPC agenda.

(2) Schedule an EPC meeting annually, or as the needs of the organization dictate, to fill senior command and/or senior staff positions. The annual meeting will normally be scheduled to take place at the annual Senior Leaders Conference, pending adequate funding.

(3) List the date, time, and location on the CSMR and the JFHQ Master Calendar. When possible, schedule the meetings when the CG is available to review the EPC's recommendations prior to adjournment.

(4) Coordinate with the Secretary as appropriate.

##### **c. Members**

(1) Provide the Chief of Staff with a list of current and projected vacancies, any Commander recommendations, and consideration items for the EPC no later than two weeks prior to the scheduled meeting.



(2) Members will read the agenda (personnel actions) prior to the EPC meeting and develop background information for items to be considered, if applicable.

(3) Upon CG approval of EPC recommendations, each voting member will notify the affected CSMR member currently assigned to their command, to include those CSMR members that will depart for assignment outside of their command (the gaining command will not notify the officer departing from another command).

**d. G1 / Director of Personnel**

(1) Upon Chief of Staff concurrence, the G1 will publish and distribute an initial proposed EPC agenda to all EPC members a minimum of three (3) weeks prior to the scheduled meeting.

(2) Consolidate and record all personnel recommendations of the EPC during each meeting and provide minutes to the Secretary for review and finalization of the minutes. Additionally, consolidate and record the EPC's written concurrence or comments with suggested changes to the CG, along with the EPC minutes for CG consideration.

(3) Distribute approved recommendations to each EPC member following CG approval.

(4) Record new proposed actions that were raised at an EPC meeting but not on the agenda and provide that record to the Chief of Staff for inclusion on the agenda of the next EPC meeting.

## **8-6. EPC Procedures**

a. All EPC members and meeting attendees will be sworn in and sign a confidentiality oath prior to the conduct of the EPC. It is absolutely imperative that confidentiality of the EPC processes and recommendations be maintained until final approval by the CG. The results will only be released at the direction of the CG. Any violations of this confidence will be considered for UCMJ action.

b. In the event that a voting member of the council is unable to attend, no substitutions are allowed. The voting member will notify the Chief of Staff of any required personnel actions for that voting member's command in writing for inclusion in the EPC process.

c. Conduct the meeting per the agenda distributed. Voting members may bring up proposed actions that are not on the agenda; however, the EPC will not vote on those actions until they become agenda items at a subsequent meeting, unless otherwise approved unanimously by the members present.

## **8-7. Executive Personnel Council Oath**

**"Under penalty of potential action under the Uniform Code of Military Justice, I,**

\_\_\_\_\_, do solemnly swear that I will, without prejudice or partiality, and having in view both the special fitness of individuals and efficiency of the California State Military Reserve, perform the duties imposed upon me, and further, that I will not divulge the proceedings or results of the Executive Personnel Council except to proper authority.”

\_\_\_\_\_  
*Signature and Date*

## **Chapter 9**

### **General Officers**

#### **9-1. Tenure**

Any CSMR General Officer, including the Commanding General of the CSMR, serves at the pleasure of The Adjutant General, CNG. As such, any CSMR General Officer (GO) tenure is determined by The Adjutant General. The normal tenure period for an assignment as the Commanding General of the CSMR is three (3) years, with the possibility of two (2) – 1 year extensions. It is expected that the Commanding General of the CSMR would always offer up their resignation to any newly appointed The Adjutant General, CNG. The Adjutant General reserves the right to and may, at any time at The Adjutant General's pleasure, direct that a CSMR General Officer be removed from active CSMR service and placed on the CSMR Retired rolls.

## **9-2. Prerequisites**

To be considered for appointment as a general officer in the CSMR, a candidate must meet the following minimum requirements:

a. Have completed the minimum Time-in-Grade:

COL to BG 2 years

BG to MG 2 years

b. Be in an active CSMR status at the time the General Officer Selection Board (GOSB) is convened, and be recommended by letter from the Commanding General, CSMR for promotion to general officer.

c. CSMR Service. Having served continuously for at least three years in an active CSMR status immediately preceding consideration by the GOSB. In the case of an individual recalled to active duty, time served on active duty will not be considered as a break in continuous CSMR status. CSMR General Officers require written approval by The Adjutant General to be reappointed and/or reinstated.

d. Military Education. It is desired that the candidate should be a graduate of an Armed Forces War College or any other MEL1 program. The minimum standard is having successfully completed at least one of the following: Intermediate Level Education, any Armed Forces Command and General Staff Course, or equivalent schooling sufficient for GO status as determined by the GOSB.

f. Civilian Education. Must possess a masters degree or higher from an institution accredited by the American Council of Education.

g. Leadership Experience. The successful candidate will have had at least two years of regional, brigade, group command, or primary HQ, CSMR general staff officer experience. Service as Deputy Commander or Chief of Staff of HQ, CSMR is considered equivalent experience.

**h. Be medically qualified in accordance with standards for retention prescribed in CSMR Regulation 40-501. All candidates must also meet the height/ weight standards of CSMR REG 600-9.**

### **9-3. CSMR General Officer Selection Procedure**

**When appropriate, The Adjutant General publishes the announcement for a GOSB. Each officer who is qualified to be considered by the GOSB is encouraged to submit their packet containing the following documents:**

**a. A letter of recommendation from the Commanding General, CSMR. The letter must clearly state the specific reasons for nominating the individual for possible promotion and assignment to a CSMR general officer position.**

**b. Official Photograph, as follows: One  $\frac{3}{4}$  length Photo (2 inches above head, 2 inches below hands),  $\frac{1}{4}$  turn to the right, white background, in the Army Service Uniform for Army component personnel and Service Dress Uniform for Air component personnel, dated and signed. Photograph must have been taken within the past six months.**

**c. Standard military biographical summary. Candidate may also include a one-page executive summary highlighting pertinent military (leadership) and career experience. The executive summary will be placed on top of the military biographical summary.**

**d. Evidence of current medical fitness to include a physical examination (DD Form 2807-1) or statement from a physician attesting to a candidate's general health and fitness taken within 120 days of the board's review.**

**e. The candidate's last three OERs and any other documents specified in the GOSB announcement.**

**f. All packages for promotion to general officer will be submitted through the personnel section, HQ, CSMR. Any GO promotion package submitted directly to CNG or in any way by-passing the official CSMR GO board process will be returned without action.**

**g. Submitted GO promotion packets and records of candidates will be reviewed by HQ, CSMR personnel section, and the Office of The Adjutant General for accuracy and completeness. The review will be conducted to ensure that each candidate meets the published standards for promotion to general officer.**

### **9-4. CSMR General Officer Selection Board (GOSB)**

**Authority. Under provisions of sections 160, 222, and 551, CM&VC, The Adjutant General will appoint and convene a board of general officers to determine the qualifications and fitness of candidates for possible appointment as a CSMR general officer.**

a. Appointment - The GOSB for examination of candidates for promotion to the rank of Brigadier General or Major General will be appointed and convened by The Adjutant General as required.

b. Composition - The GOSB will consist of three general officers and a recorder, who are:

(1) Federally recognized California National Guard general officers, or

(2) Currently serving as the Commanding General (CG), CSMR unless unable to participate, or

(3) Retired CNG or CSMR General Officers appointed by The Adjutant General.

c. Procedures - The President of the Board will prescribe the procedure and extent of the selection process.

(1) Candidates for General Officer will not appear before the board. The GOSB will only review and consider the GO packets of the candidates, as noted in paragraph 8-3, which packets will be considered by the board and will form the basis for its decision.

(2) For each officer not recommended for General Officer appointment, the board will specify the deficiency or deficiencies that formed the basis for its recommendation.

(3) Findings and recommendations. In all cases, the board will be governed by this regulation and any additional instructions from The Adjutant General.

(4) The recorder prepares the Order of Merit List (OML). The OML is validated by the President of the Board and presented to The Adjutant General for final selection.

d. The Adjutant General is authorized to grant any exceptions to this policy that The Adjutant General deems appropriate.

## **Chapter 10**

### **Leave of Absence**

#### **10-1. General**

a. The CSMR recognizes the value of a professional and consistent program for retaining quality individuals in the organization. There are times and situations that preclude some members from being able to maintain the satisfactory performance of duty. The CSMR has established a program to allow temporary Leave of Absence (LOA) for its members.

b. The LOA can be granted for less than a year. The LOA is designed not to exceed (1) year. In extremely rare and unique cases, an additional LOA can be granted for up to a year. In no case will a LOA be continued beyond the second year.

c. Valid reasons for a LOA request include but are not limited to:

(1) Medical issues.

(2) Employment issues.

(3) Family emergency issues.

(4) Completion of Masters Degree or other educational program that will lead to the probability of employment.

d. Non-valid reasons for a LOA request includes enlistment / appointment in the US Armed Services.

#### **10-2. Actions to be taken:**

a. The SM will:

(1) Forward a letter OR email through the Chain of Command that includes:

(a) Reason for requesting the LOA.

(b) Expected duration of LOA.

(2) Provide the appropriate employer or medical paperwork, as required.

b. Senior Command actions:

(1) Forward request to G1.

(2) Provide concurrence. Non-concurrences are to be returned to the originating unit for resolution of issues.

c. G1:

(1) Approves the request and causes an order to be published placing the SM in a LOA status, OR

(2) Disapproves and returns the request with specific reasons for the denial.

(3) Approved orders are filed in the SM Personnel File and an electronic file copy is forwarded to the SRCOM S1 for distribution.

(4) Time-in-Grade will be adjusted to exclude the LOA period.

d. Actions to be taken at the conclusion of the LOA:

(1) SM can request the LOA be terminated early.

(2) Units will contact the SM to determine if they are able to return to satisfactory performance of duty.

**(3) Forward a CSMR Form 10 through the Chain of Command to request termination of the LOA, an extension of the LOA, or discharge of the SM.**

### **10-3. Exception Authority**

**The exception authority for non-approved requests is the CG, CSMR.**

## **Chapter 11 Separations**

### **11-1. General**

**Membership in the CSMR is a privilege, not a right. Officers must maintain current eligibility criteria, hold an authorized TDA position, and conduct themselves in an exemplary manner.**

**a. Officers are required to comply with all regulations, policies and lawful orders of higher authority. When a commander determines that an Officer has failed to comply with those regulations, policies and/or lawful orders and it is concluded that continued membership is adverse to the best interests of the CSMR or the California National Guard, the Commander can take several actions up to, and including, seeking involuntarily separation of the Officer as provided for in this Chapter.**

**b. When Officers join the CSMR they are appointed (commissioned). Those appointments are automatically terminated upon the death of the SM.**

## **11-2. Voluntary Separation**

**a. California State Military Reserve Officers may be separated under honorable conditions for the following reasons:**

- (1) Upon the individual's written request.**
- (2) Appointment in an active Federal military component.**
- (3) Recall to Active Duty.**
- (4) Change of legal residence outside the State of California.**
- (5) Occupation or educational interference**
- (6) Deactivation or reduction in force of the CSMR.**

**b. HQ, CSMR will initiate all separation orders and make distribution of published separation orders and any appropriate retirement or discharge certificates upon receipt of the individual's CSMR Identification Card.**

## **11-3. Involuntary Separation**

**a. Officers whose conduct, behavior, or duty performance fails to meet CSMR standards, will be separated for cause.**

**b. Termination action may be justified by the seriousness of a single incident or by repeated minor incidents, none of which alone would justify termination action.**

**c. CSMR personnel are subject to involuntary separation for the following reasons:**

- (1) Conduct involving moral turpitude.**
- (2) Conduct unbecoming an officer of the California State Military Reserve as defined in CSMR Code of Conduct and Ethics Regulation 600-50.**
- (3) Financial irresponsibility with unit or association funds.**
- (4) Mental instability, habitual drunkenness, sexual perversion, harassment.**
- (5) Habitual failure to perform duty.**



**(6) Making a false statement to, or, concerning the CSMR. This includes, after having been appointed, found to have lied on the CSMR application, or found to have embellished the SM's civilian and/or military career accomplishments and those claims are not substantiated.**

**(7) Forgery.**

**(8) Serious or willful violations of CSMR regulations or directives.**

**(9) Failure to obey regulations, policies and orders of higher authority.**

**(10) Insubordination.**

**(11) Failure to maintain current membership eligibility criteria.**

**(12) Lack of interest demonstrated by failure to:**

**(a) Maintain acceptable standards of military appearance, to include height/weight standards as published.**

**(b) Attend all regularly scheduled drills for the entire drill day. Involuntary separation proceedings may be commenced when three consecutive drills are missed without reasonable prior justification in writing.**

**(c) Failure to maintain at least an 75% attendance rate (less than 9 drills) in any given consecutive twelve month period. (Reference paragraph 1-6, Satisfactory Performance of Duty, establishes the minimum standard to be 12 – 1 day drills)**

**(13) CSMR personnel are subject to involuntary separation if convicted by a civil or military court of any felony, any misdemeanor involving moral turpitude, any misdemeanor involving domestic violence and/or any misdemeanor involving a sexual offense. All members of the CSMR are obligated to immediately report arrests, charges and convictions in connection with any felony crime, any misdemeanor involving moral turpitude, and misdemeanor involving domestic violence and any misdemeanor involving a sexual offense through their chain of command to their unit commander.**

**(14) Subordinate unit commanders receiving credible information or notification by CSMR members of arrests, charges and convictions of those offences listed in paragraph 11-3.c.(13), will:**

**(a) Immediately provide telephonic notification, through the chain-of-command, to HQ CSMR, and**

**(b) Initiate a Serious Incident Report (SIR) in accordance with (IAW) CA ARNG Supplement 190-40 / CA ANG Instruction 91-204, dtd 6 June 2003.**

**(c) Follow-up by providing a written report, within thirty (30) days, through the chain-of-command, to HQ CSMR, which includes all of the known facts and circumstances of the offense along with the available supporting documents to include, but not limited to, the following.**

**(1) Law Enforcement Reports**

**(2) Non-Law Enforcement Investigative reports**

**(3) Court Minute Orders**

**(4) Any other related photographs or documentary evidence**

**(15) Membership in, or active participation in any organized activities of "Militia" groups or any other paramilitary force, club or association not sanctioned by the Congress of the United States. This partial listing includes:**

**(a) United States Volunteers (USV)**

**(b) United States Volunteers Reserve (USVR)**

**(c) United States Military Special Forces Reserve (USMSFR)**

**(16) Concurrent Membership in another state's - State Defense Force.**

#### **11-4. Administrative Procedures for Involuntary Separation**

##### **a. Unit Actions.**

Units are responsible to notify the officer of the pending involuntary separation action. The notice will be sent via certified mail to the officer's home of record with a 15 day suspense for response.

##### **b. HQ CSMR Actions.**

**(1) The G1 and senior JAG will review all documentary evidence as well as the officer's written response, if one is sent.**

**(2) Upon determination by the G1 and senior JAG that appropriate notification and actions have been completed, separation orders will be published and a copy will be sent to the discharged officer.**

**c. Request for Appeal to a Separation Board. Officers with 6 or more years of CMSR State Military Reserve service can request an appeal of involuntary separation action and submit evidence to the Separation Board on his or her behalf. The Separation Board is appointed by the CG, CSMR. Such Board will consist of three officers of equal or higher rank of the individual being reviewed. The Separation Board will review and consider the circumstances and reasons for the involuntary separation and any evidence submitted in support of and in opposition to the involuntary separation. The Separation Board will recommend either retention or separation to the CG CSMR. The CG CSMR will make the final determination to retain or separate.**

**d. Individuals who have been involuntarily separated other than for nonparticipation, medically related reasons for inability to meet the eligibility criteria, and/or failure to meet height/weight standards are not eligible for reappointment or reenlistment in any unit of the CSMR and their personnel file will be annotated to reflect this fact.**

**e. Individuals who have been involuntarily separated are not eligible to receive Certificates of Honorable Discharge or Honorable Retirement and their permanent state military records will reflect involuntarily separation.**

#### **11-5. Resignation**

- a. Officer personnel may tender their official resignation through channels to the CG, CSMR. Resignations are not final until approved by the CG, CSMR.
- b. General Officers may tender an official resignation to The Adjutant General. Resignations are not final until approved by The Adjutant General.
- c. If accepted, G1, will publish orders separating the individual from the CSMR. The CSMR Identification Card of the officer must accompany the resignation request. Officers that fail to turn in the CSMR ID Card will have their Personnel Record so annotated.

#### **11-6. Retirement**

- a. Members who complete ten (10) or more years of CSMR active service may, at their request, be honorably separated and transferred to the CSMR Retired List.
- b. All CSMR personnel with at least five (5) years of CSMR service may, upon presenting satisfactory evidence of a medical condition that would reasonably preclude continued active service, be honorably separated and transferred to the CSMR Retired List.
- c. Officers must serve a minimum of two years in current rank to retire at that rank.
- d. HQ, CSMR will affect all separation orders and prepare retirement certificates upon receipt of a CSMR Form 10 and the individual's CSMR Identification Card. No retirement or certificates will be issued without the individual's CSMR ID Card being returned to state custody.
- e. Officers that are transferred to the CSMR Retired List and hold a valid Certificate of Promotion Eligibility up to the rank of Lieutenant Colonel for at least six months, will be promoted to the next higher grade immediately prior to their transfer to the Retired List.

#### **11-7. Representation and actions after Discharge and/or Retirement.**

Discharged or Retired CSMR service members who place their CSMR rank on correspondence or maintain public visibility are only authorized to use their last CSMR rank, followed by (CA) and (Ret) as noted in the following example:

**JOHN Q. SMITH, COL (CA) (Ret)**

#### **ATTACHMENT 1 REQUIRED APPLICATION DOCUMENTS**

From time to time these forms may change because of policy changes or updating of specific forms. The proponent for changes is the fulltime Recruiting and Marketing NCO.

**(1) CSMR Form 10 – Request and Authorization for Orders; with rank, TDA job description and TDA paragraph and line, completed and signed by the unit commander.**

**(2) Current packet checklist; signed by RRNCO verifying completeness and accuracy of packet.**

**(3) Statement of Truth – Completed and signed by applicant.**

**(4) Photo of applicant – Front view; full length or  $\frac{3}{4}$  length; business casual dress without jacket; without dark lenses on. Picture must be marked with last name, first name and date of picture. Current Federal Military applicants may submit a picture in Class A or Service Uniform as stated above, without jacket.**

**(5) Waiver memo request (for all RE2, RE3 and less than Honorable discharges) from recruiter and/or Recruiting Commander, listing the details and specifics for the waiver request; addressed to the CSMR Commander. Attached to the waiver request is a request for waiver from the applicant explaining all details of why they were given an RE2 or RE3/less than honorable discharge. All supporting documents for the waiver should be attached to the waiver memorandums.**

**(6) CSMR Form 1 – CSMR Application and Statement of Purpose. Must be neat and legible, typed is preferred. Must be complete with a full 10 year work or not employed work history. Must be accurate and complete. Must be signed. If applicant desires, they may additionally place a resume behind the Form 1.**

**(7) CSMR Form 3 – Letter of Commitment. Signed and dated by applicant.**

**(8) Form I-9 – Employment Eligibility Verification. The CSMR uses this to verify three original forms of identification (ID) as well as employment eligibility. A minimum of three forms of identification must have the same legal name; each original must be observed by the recruiter and verified by signature on the Form I-9. Below lists the written verification on the I-9 that recruiter has observed original ID:**

**(a) (Far left area). Verification of either an original Birth Certificate or a US Passport. If applicant has both, verify originals and include a copy of both in packet. Print all written document numbers legibly on the I-9. Birth Certificate and U.S. Passport must state the applicant's full legal name. Original U.S. Passport can be expired and still be used for ID.**

**(b) (Center area). Verification of an original California Driver's License (CA DL). All applicants for CSMR membership must possess a valid California issued Motor Vehicle Operators License or California issued identification (ID) card. License or ID must not be expired and must have a current residential address. If license or ID is expired, they must get a new card. If address is not current, applicant must show proof that they've updated their address on the Department of Motor Vehicles (DMV) website. Go to the website, update address, print out the DMV form. A select group of government and law officials have a PO Box on their CA DL. These applicants must submit a utility bill (or similar) showing their current CA residential address. Driver's**

license must state the applicant's full legal name (the same legal name on the birth certificate).

(c) (Far right area). Verification of an original Social Security (SS) Card. If applicant does not have the original SS Card, the ONLY substitute is a special print out from the SS office by special request. The applicant must order a new SS card. They must also request specifically that the SS office prints out a sheet which contains their full legal name and their Social Security number. Once the new SS card arrives, the packet requires a verified copy.

(9) Name change documentation (if required). Recruiter must verify seeing original documentation of any legal name change; i.e. Marriage certificate; Divorce certificate; Legal name change in court. Latest name change must match the full legal name on the driver's license and social security card.

(10) If not a US Citizen – Proof of US Naturalization. Original Documentation of the US Naturalization Certificate must be observed by the recruiter. A verified copy must be forwarded with the packet. Naturalization Certificate must state the applicant's full legal name. Applicant may also be eligible for CSMR if they have legally submitted an Application For Naturalization through the Department of Homeland Security/U.S. Citizenship and Immigration Services. Recruiter must observe all pages of the completed original Applicant Copy of I-797C, Notice of Action.

(11) CAST Questionnaire – i.e. Civilian Acquired Skill Questionnaire; completed with applicants name, date, and level of skills. Added comments are appropriate.

(12) DD Form 2807-1, Report of Medical History. Pages one and two are completed accurately by applicant. Page three records applicants current blood pressure; completed accurately, i.e. requires a medical response for each "yes" answer (from page one and two); signed and dated by CSMR Medical Professional. Additional medical documents, labs or physicals may be required based on each applicants medical history, of which will be described by the appropriate CSMR medical doctors, Physician Assistant, Nurse Practitioner's, Nurses, Behavior Therapists, as delegated by CSMR Command authority.

(13) CSMR Height and Weight. Signed by applicant. Height and weight is taken and recorded only by a member of the CSMR Recruiting Team. If applicant does not meet height/weight standards, a completed Body-Fat Taping Sheet must be attached indicating applicant meets CSMR Body-Fat Taping standards.

(14) VA Disability papers. Current, with a copy of all pages of the disability packet included. Also, any Workman's Compensation Disability papers. Current, with a copy of all pages of the Workman's Compensation award. Must include papers which indicate if the compensation award is closed or open.

(15) Verification of prior Service. If prior service US Federal or California CSMR, packet must have the Service Members (SM) final, unaltered, unedited discharge order or DD214 / DD215 or NGB 22 / 23. Applicants must provide proof that they no longer

have a Military Service Obligation (MSO) or any remaining Federal Contractual Obligation. In order to receive credit for entire SM military service, proof must be provided. Examples of prior military service are 1) Retirement Point Summary Statements (RPAS or RPAM); 2) Copies of all prior unaltered DD214 / 215's, or NGB 22 / 23's or discharge orders. 3) 20 years of service credit will be given with an officers original Military Retirement Identification card. Recruiter must forward a verified copy with the packet.

**(16) Proof of prior service rank/grade.** Officers will not be appointed higher than their last or their highest federally recognized military grade or CSMR grade.

**(a) Prior service grade O6 appointments for LINE OFFICERS** are not being granted for initial entry into the CSMR. This is due to the lack of vacant O6 LINE OFFICER TDA positions. A prior service O6 officer may enter at an O5 grade providing a vacant O5 TDA position is available. Exceptions may be granted by the CSMR Commanding General.

**(b) Exceptions may be made for professional direct appointments (Medical, JAGC, Chaplain)** based upon recommendations from the Chief of the professional staff sections. (See also item 19 below).

**(c) Service as an officer in the Junior ROTC, Civil Air Patrol, Navy Auxiliary, Coast Guard Auxiliary, Sea Scouts, US Navy Sea Cadets, California Cadet Corps, Marine Cadets, or any similar organization** does not qualify the applicant for a commission as a CSMR Officer. Such experience may be used to establish proficiency in some specific military skill such as communications, logistics, etc.

**(d) Commissioned service in foreign military forces other than the United States or CSMR** is not accepted for purposes of officer appointment. Foreign military service experience may be only be used to establish proficiency in some appropriate military skill.

**(17) Proof of Civilian Education.** The CSMR minimum standard is a High School Diploma or a GED equivalent. At a minimum, a copy of these documents are required. It is in the officer's best career interest to provide a copy of each educational degree achieved. Each educational major and year of degree must be identified. A DD214 or college transcripts may also provided as a proof of education.

**(18) If prior service, unaltered copies of DD Form 214, NG Form 22 or other documents, which attest to the highest military grade held by the applicant.** If appointed, Officers will be appointed no higher than their highest federally recognized rank or highest CSMR rank. Exceptions may be made for professional appointments (Medical, JAG, JAG and Chaplain) based upon recommendations from the Chief of the professional staff sections.

**(19) Future CSMR Direct Commissioned Medical and Legal Professionals** must provide copy proof of every educational degree achieved and/or unofficial transcripts. Each educational major and year of degree must be identified. They must also provide

an up to date Curriculum Vitae (CV). Medical and Legal Professionals are required to be licensed to practice in the State of California. They must remain in good standing and maintain such privileges during their term of CSMR service. These applicants must provide a copy of all of their current state licenses and attorneys must provide a copy of their state bar card(s). Copies of all current certifications, accreditations or additional education / training is required.

(20) Applicants interested in a CSMR Direct Commissioned Chaplain appointment will be directed to the senior CSMR Chaplain.

(21) Proof of Military Education. It is in the officer's best interest to provide copy proof of each level of education achieved in the Armed Forces. Proof can be provided by DD214, DA1059 or similar branch documentation.

(22) Military Awards. Copies of any claimed military awards and correspondence relating to those awards and decorations, if not indicated on the statement of service (DD214, NGB Form 22 or discharge order). Awards may not be worn on the CSMR uniform unless proof of the award is in the CSMR 201 file. (This is an individual responsibility and not part of the initial recruiting packet).

(23) Tax Forms. W-4 Form – Federal Tax Withholding. And DE-4 Form – State Tax Withholding. Both completed, signed and dated. Although the CSMR is a volunteer force, these completed forms needs to be a part of the individual packet in the event any member is mobilized in the future.

(24) Federally recognized prior service officers who will retire or separate from a Federal Component; who are making application to the CSMR within thirteen months of separation, need only submit minimal application information as set forth in Directory of Personnel (G-1) published policies. Former Federally recognized officers of the CSMR, who properly resigned from the CSMR, were subsequently recalled to active duty and desire reinstatement into the CSMR, must apply for a reinstatement within six months of release from active duty. No waiver will be granted one day after six month of active duty discharge. Any officer who has been involuntarily separated from CSMR service for cause (for example, non-participation) may not reapply for appointment without the express written approval of the Commanding General, CSMR. Applicants must submit the following information to support the reinstatement:

(a) CSMR Form 10, listing rank, duty position with paragraph and line number, signed by the gaining CSMR unit commander.

(b) CSMR Form 1, with the following information filled out:

1. Blocks #1 through block #11
2. Military experience since being recalled to active duty
3. Military education obtained while on active duty (Provide certificates or documentation).

4. Signature and date

(c) A copy of all pages of the separation physical form from the active duty

assignment. Include all medications and dosage.

(d) A letter from the applicant stating that the individual has incurred no new physical or psychological conditions or limitations since leaving the CSMR for active duty.

(e) A copy of the complete packet of Veterans Administration (VA) disability rating and all subsequent VA requests/correspondence concerning injuries or illnesses that occurred during the active duty period that could result in a new VA rating. Individuals with a 71% or above VA disability rating will not be considered for reinstatement.

(f) A copy of the unedited DD Form 214 covering the period of active duty.

(25) Former CSMR General Officers require written approval by The Adjutant General to be reappointed and / or reinstated.

## **ATTACHMENT 2 MEDICAL APPOINTMENTS**

The six Army Medical Department (AMEDD) branches are defined and described in AR 135-101. These branches are: Medical Corps (MC), Dental Corps (DC), Army Nurse Corps (ANC), Army Medical Specialist Corps (AMSC), Veterinary Corps (VC) and Medical Service Corps (MSC). Applicants must be appointed in their correct AMEDD



corps branch. The provisions of AR 135-101 will be followed to the maximum extent possible for CSMR appointments in the following branches:

a. **Medical Corps (MC).** The applicant must hold a Medical Doctor (MD) degree or Doctor of Osteopathic Medicine (OD) degree from a medical school acceptable to the Medical Board of California OR the Osteopathic Medical Board of California. The applicant must possess a permanent and unrestricted California license to practice medicine.

b. **Dental Corps (DC).** The applicant must hold a Doctor of Dental Surgery (DDS) OR Doctor of Dental Medicine (DMD) degree from a dental school acceptable to the Dental Board of California. The applicant must possess a permanent and unrestricted California license to practice dentistry.

c. **Army Nurse Corps (ANC).** The applicant must be a graduate of a college educational program in registered nursing (RN) acceptable to the California Board of Registered Nursing. The applicant must hold a permanent and unrestricted California Registered Nurse license.

d. **Army Medical Specialist Corps (AMSC).**

(1) Applicants who are Physician Assistants (PA) must be a graduate of a physician's assistant school acceptable to the California Physicians Assistant Committee. Such applicants must hold a permanent and unrestricted California Physicians Assistant license.

(2) Registered Dietitians (RD), Physical Therapists (PT), and Occupational Therapists (OT) are also members of the Medical Specialist Corps. Registered Dietitians must be members of the American Dietetic Association. Physical Therapists must be licensed by the Physical Therapy Board of California. Occupational Therapists must be licensed by the California Board of Occupational Therapy. Per AR 135-101 only PA, RD, OT, and PT may be members of the Medical Specialist Corps.

e. **Veterinary Corps (VC).** Such applicants must hold a Doctor of Veterinary Medicine (DVM) degree from a veterinary school acceptable to the California Veterinary Medical Board. Such must hold a permanent and unrestricted California Veterinary Medicine License.

f. **Medical Service Corps (MSC) includes:**

(1) **Optometry.** The applicant must hold a Doctor of Optometry (OD) degree from a school acceptable to the California Board of Optometry. Such applicants must hold a permanent and unrestricted California Optometry License.

(2) **Podiatry.** The applicant must hold a Doctor of Podiatric Medicine (DPM) degree from a school acceptable to the California Board of Podiatric Medicine. Such applicants must hold a permanent and unrestricted California DPM License.

(3) **Psychology.** The applicant must hold a doctorate in psychology from a

**school acceptable to the California Board of Psychology. Such applicants must hold a permanent and unrestricted California Psychologist License.**

**(4) Pharmacy. The applicant must be a graduate of a school of pharmacy acceptable to the California Board of Pharmacy. Such applicants must hold a permanent and unrestricted California Registered Pharmacist (RhP) License.**

**(5) Licensed Clinical Social Worker (LCSW). The applicant must hold a master's degree in social work acceptable to the California Board of Behavioral Sciences. Such applicants must hold a permanent and unrestricted California LCSW License.**

**(6) Marriage and Family Therapist (MFT). The applicant must hold a master's degree in a professional discipline acceptable to the California Board of Behavioral Sciences. Such applicants must hold a permanent and unrestricted California MFT License.**

**(7) All other Medical Service Corps specialties are listed in AR 135-101. CSMR applicants for these specialties will follow the respective requirements for CSMR appointment as outlined in AR 135-101.**

### **ATTACHMENT 3 JAG APPOINTMENTS**

**Applicants for Judge Advocate Officer appointments must be active members of the State Bar of California or inactive members of the State Bar of California who are**

**currently service as judges, serving as subordinate judicial officers, or retired judges serving in the assigned/visiting judge program.**

**ATTACHMENT 4  
CHAPLAIN APPOINTMENTS**

**To Be Published**

**ATTACHMENT 5**  
**Chaplain Branch Military Education Requirements**

**For Promotion from First Lieutenant to Captain.** 100% completion of the independent-study, Chaplain Officers Basic Course (CHOBC). The course is provided through the CSMR CHC Professional Military Education Program (PMEP) and overseen by the designated Course Administrator.

**For Promotion from Captain to Major.** 100% completion of the on-line Chaplain Captain Career Course (C4). The course is administered by the U.S. Army Chaplain School, Distance Learning Center.

**For Promotion from Major to Lieutenant Colonel.** 100% completion of the on-line Chaplain MAJ-LTC Course. The course is provided through the CSMR CHC PMEP and is overseen by the designated Course Administrator.

**For Promotion from Lieutenant Colonel to Colonel.** 100% completion of the on-line Chaplain LTC-COL Course. The course is provided through the CSMR CHC PMEP and overseen by the designated Course Administrator.

**ATTACHMENT 6**  
**Officer Personnel Selection Board Records and Documents**

The annual Promotion Board announcement will list the most current records and allied documents required for the promotion packages. The current listing for the CSMR Officer Promotion Package will consist only of the following documents:

**PROMOTIONAL APPLICATION CHECKLIST**

- A. Signed Checklist (this document) \_\_\_\_\_
- B. Biographical Summary \_\_\_\_\_

Include copies of Course completion  
for all military education \_\_\_\_\_

- C. 3 Most Recent and Consecutive Years' NCOERs/OERs or one "Special" NCOER/OER with explanation why 3 are not available \_\_\_\_\_

- D. Completed CA SMR Form 13A (Appendix 3) \_\_\_\_\_

- E. Signed Medical Release dated no earlier than 30 Nov 2010 (Appendix 4) \_\_\_\_\_

- F. Signed Acceptance of Conditions for Provisional Promotion (if applicable) (Appendix 5) \_\_\_\_\_

- G. Highest Civilian (High School or College) Education Diplomas or Transcripts Copies \_\_\_\_\_

- H. One photo as described in LOI \_\_\_\_\_

- I. Appendix 6, if applicable (Specialty Officers Only) \_\_\_\_\_